



Jump Start

Frederick County Business Grants

Grant Applications will be **OPEN** 7:00am on May 28, 2020 and will
CLOSE 11:59pm on June 5, 2020.

Jump Start Business Grants are designed to provide financial assistance to Frederick County for-profit businesses and nonprofit organizations, full-time farmers and Sole Proprietors (with commercial space) that have experienced significant financial loss caused directly or indirectly by the COVID 19 public health emergency. Eligible uses include expenditures related to reimburse for the costs of business interruption caused by the required business closures due to COVID 19. Currently these grants have a total of \$5M to be awarded.

Three (3) grants opportunities:

1. **Full-time Farmer Grants** - \$6,000 in one-time funds to qualifying full-time farmers. Full-time farmers who have earned the majority of their gross income (51% or greater) from farming over the past 2 years qualify.
2. **Small Business Grants** - \$10,000 in one-time funds for businesses with physical commercial space and with 10-50 employees, full or part-time. Businesses can be for-profit or nonprofit.
3. **Micro Business Grants** - \$3,300 in one-time funds for businesses with 1-9 employees, including business owner. Employees can be W-2 or 1099 employees of a for-profit or nonprofit business, including sole proprietors. Micro Businesses must have physical commercial space to qualify.

The deadline to submit an application is **11:59pm on June 5, 2020**. Please note that while financial information will be kept confidential, the names of businesses receiving grants, and the amount they receive, are public information.

PREPARE TO SUBMIT A GRANT APPLICATION

① Review eligibility requirements

For **ALL** grants

1. Businesses must be located in Frederick County; or
2. Have more than 50% of employees or gross sales at their Frederick County location
3. Employs 50 or fewer full-time-equivalent employees; and
4. Have incurred financial losses caused directly or indirectly by the COVID 19 public health emergency.

Grant Specific Requirements - once you meet the requirements for ALL grants, you will need to meet the additional requirements for each grant including the following:

- **For the Full-Time Farmer Grants** –The applicant must be a full-time farmer. Full-time farmers who have earned the majority of their gross income (51% or greater) from farming over the past 2 years qualify.
- **For the Small Business Grants** – The applicant must be a for-profit or a nonprofit business with physical commercial space and 10 – 50 full or part time employees.
- **For the Micro Grants** – The applicant must be a for-profit or nonprofit business with 1-9 employees (including business owner) to include sole proprietors. If you are a sole proprietor, you must have a physical commercial space in order to be considered for this grant.

Ineligible Businesses:

National retail chains and restaurants and homebased businesses are not eligible for the grants. For resources and programs to assist your business, contact your financial advisor or review the Frederick County Business Financial Tool at DiscoverFrederickMD.com.

② Prepare required information

Grant recipients must be in “Good Standing” with applicable Municipality, County and State taxes. This will be verified prior to grants being awarded.

State of Maryland Good Standing status *(This is not required for sole proprietors or other types of businesses that are not required to register with the State of Maryland.)*

The State of Maryland has created a **Good Standing Checklist**

(<https://businessexpress.maryland.gov/manage/maintain-good-standing-status>)

for business owners to proactively determine whether or not their business is in Good Standing with SDAT and provides instructions on how to correct any deficiencies. To check if you are in Good Standing, look up your business on SDAT’s free on-line search

- Enter your business name and select "Search".
- Your business will be listed if you are registered.
- Select your business and check under the General Information tab to verify that your business is in Good Standing. It is not necessary to order a copy of your certificate of good standing.
- If your business is not in Good Standing follow instructions in the [Good Standing Checklist](https://businessexpress.maryland.gov/manage/maintain-good-standing-status) (<https://businessexpress.maryland.gov/manage/maintain-good-standing-status>) to correct any deficiencies prior to applying for a grant.

③ Apply

How to submit your grant application

You must

- Have all of the required information when you fill out the application.
- Complete **ALL** required fields. **If you are missing information, you will not be able to submit the application.**
- For the application, you will be asked to include information on all of your farm operations in Frederick County. After you add your primary information on your farm, you will need to click Save and add information on additional farm properties you have in Frederick County.
- Submit your application online in accordance to the published deadline. Applications are only accepted online and will be processed as quickly as possible. Applications that fail to meet the eligibility requirements and are not filled out completely will not be processed.
- A lottery system may need to be used if there are more qualified applications than we have grant awards. Random numbers will be selected electronically and matched to eligible grants.

To apply, go to <https://www.frederickcountymd.gov/JumpStart>

④ Notification

Recipients of a grant will be notified by email provided on the application. The grantee will be sent a Grant Agreement and Request for Disbursement form to be signed by the applicant. Financial information is kept confidential. Grant recipients, and the dollar amount of the grant received, are public information.

Frederick County Government cannot provide tax advice and recommends that you consult with a tax professional. It is possible that relief grant funds may be reported as taxable income to the businesses. If awarded, grant recipients will receive a form 1099-G from Frederick County Government.

⑤ Executing a Grant Agreement

Once an entity has been approved for a grant, the applicant will need to complete the Grant Agreement with Frederick County Government adhering to the following:

- All of the information set forth in the Application is true and correct.
- The Grantee is, and will remain, in compliance with the laws of the Federal Government, the State of Maryland and its political subdivisions, including all laws prohibiting discrimination.

- The Grantee acknowledges the grant may not be used for purposes that are prohibited by federal, state, or local laws or regulations or for expenses reimbursed or expected to be reimbursed by federal grants. The Grantee certifies that it and its principals are eligible to participate in this Grant Agreement and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state or local governmental entity and the Grantee is in compliance with the State of Maryland statutes and rules relating to procurement and that the Grantee is not listed in the federal government's terrorism watch list as described in Executive Order 13224.
- In connection with the Grant and the Application, FCG has the right to audit the books and records of the Grantee and the Grantee shall give FCG access to the Grantee's books, records, and other requested documents.
- If any information in the Application is false or materially misleading, the Grantee agrees to repay the amount of the Grant to FCG and the Grantee may be prosecuted for any false statements made as part of the Application.
- The Grantee acknowledges the grant may be used for eligible uses. Eligible uses include expenditures related to reimburse for the costs of business interruption caused by the required business closures due to COVID.
- Grantee agrees to indemnify and hold harmless the County, its directors, officers and employees, for any grant it receives that the federal government, the State, or the County determines was not used for eligible expenditures and, therefore, must be repaid. Within 60 days of receipt of written notice and demand from the County for any such funds, Grantee shall repay provide such funds to the County.
- Grantee agrees that if it fails to provide the County with any funds as required under this grant, such funds shall constitute a delinquent debt owed to the County by Grantee, and that the County may seek to collect on that debt by any means allowed for under Maryland law.
- The Grantee agrees that the answer to the question: *Please indicate how this grant will assist your business or farm during this COVID 19 emergency:* may be used by FCG as testimonial to the positive impact of this grant program and may be used in press releases either in print or other media.

The Grantee will be required to submit the Request for Disbursement form with the Grant Agreement. The Grantee acknowledges that if any information in the Request for Disbursement is incorrect or incomplete the disbursement of Grant funds may be delayed or rescinded.